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|--------------------------------|--------------------------------------------------|-----------------------|-------------|
| <b>JOB DESCRIPTION:</b>        | Senior Learning Management Systems Administrator |                       |             |
| <b>DEPARTMENT:</b>             | Online & Distance Education                      |                       |             |
| <b>REPORT TO:</b>              | Chief Online /Distance Education Officer         |                       |             |
| <b>EEO CLASSIFICATION:</b>     | Professional                                     | <b>FLSA STATUS:</b>   | Exempt      |
| <b>CUPA HR CLASSIFICATION:</b> | 465160                                           | <b>DATE APPROVED:</b> | 04-MAY-2021 |
|                                |                                                  | <b>DATE MODIFIED:</b> | 25-MAR-2025 |

**SUMMARY:** Manages, supervises and evaluates daily operations of the Virtual Campus Design unit.

**DUTIES:**

1. Manages the development, design and maintenance of online courses.
2. Manages & provides training development, and education services for faculty in the use of the LMS platform.
3. Manages and guides the use of new technologies related to online teaching and learning.
4. Manages the online course review process.
5. Manages communications between Virtual Campus and faculty regarding online teaching and learning.
6. Coordinates with the LMS Manager to provide smooth integration and operation of the LMS platform related to its usage by instructors and students.
7. Serves as back-up to the LMS Administrator.
8. Assesses needs related to online teaching and learning.
9. Participates in short- and long-term planning.
10. Provides leadership in the Virtual Campus team by contributing to the establishment of policies and procedures that ensure efficient operation of online teaching & learning.
11. Provides a broad range of administrative and supervisory functions. Supervises assigned staff in accordance with WNMU personnel practices including recruitment, training, performance evaluation, guidance, etc. Participates in the process of ongoing personal and professional development. Maintains comprehensive communication among all contacts (internal and external). Models professional standards and ethics in accordance with WNMU philosophy.
12. Performs other duties as assigned.

**REQUIREMENTS:**

1. **Education /Background:** Bachelor's degree in Education, English, or a closely related field with one year of supervisory experience and one year of experience providing professional development to academic faculty in the areas of instructional technology and online course design. Bilingual (Spanish) preferred.
2. **Job Knowledge:** Knowledge of principles practices, techniques of distance education. Knowledge of grant research and writing principles and techniques. Knowledge of the university's Banner computerized student database system. Skill in working in operating a variety of office equipment. Skill in working remotely via computer. Skill in establishing and maintaining effective working relationships. Must be knowledgeable of University policies and procedures. Must be able to handle multiple deadlines and maintain accuracy. Must be sensitive to cultural differences within the University and community. Fluent in Microsoft Office Applications.
3. **Working Conditions/Physical Demands** (With or Without Accommodations): Normal office environment, may travel some within the community when needed. May be required to transport normal office equipment and materials. Ability to comprehend and work with a variety of

information from various sources. Able to clearly communicate with a diverse population of individuals. Ability to compose correspondence and reports and remain in a sedentary position for prolonged periods of time. May be required to work additional hours or days depending on circumstances.

4. **Other requirements:**

- a. Requires a valid driver's license.
- b. Required to complete Defensive Driving Course within 6 months. (If applicable to the role)

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (Printed)